

17 March 1950

MEMORANDUM

TO : Chief, Special Support Staff

FROM : Finance Division

SUBJECT: Quarters Furnished at Agency Expense

1. For what would appear to be necessary reasons, in some instances the regular procedure for payment of quarters allowances is disregarded and quarters are furnished to both OPC and OSO employees wholly at CIA expense.

2. The procedure now followed, although informally designed, is for the employee to submit his request for furnished quarters to the Chief of the Foreign Division. If the latter approves the request, an endorsement is added and the document is forwarded through the Chief, PSD, to the Assistant Director. Upon the latter's approval, the request is forwarded to the Chief, Finance Division, for his approval and subsequent action.

3. The above procedure has been devised because:

- (a) The Chief, PSD, is apparently responsible for maintaining adequate controls and records on all office space, living quarters, etc., paid for from CIA funds.
- (b) The Assistant Director and the Chief, FD, have been delegated the authority to grant allowances, including quarters allowances.
- (c) Legal Staff has approved this procedure as being in conformity with current regulations.

4. Because of the excessive handling required in these instances, it appears to be desirable to formalize a less cumbersome procedure, and still assure proper control and approval in these actions, particularly so since the trend seems to be in the direction of more numerous requests of this type. Accordingly, it is recommended that the Executive, CIA, be requested to make a specific delegation of authority to regularize the approval for allowing quarters to be furnished at Government expense.

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Deputy Chief, Finance Division

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